



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear Campus Security Survey Administrator:

Your Chief Administrator has designated you as the Campus Security Survey Administrator (CSSA) for the Campus Crime and Security survey that will be conducted this fall by the U.S. Department of Education. This survey will collect data about the level and nature of crime on your institution's campus(es). Providing this information is required by law as a condition of your institution's continued participation in the Federal student financial aid programs.

The campus crime survey will be administered through a web system that can be accessed only by designated staff with assigned user IDs and passwords. As the CSSA, you are responsible for assuring the accuracy of all of your institution's data. Once the data is complete, you will be the only person who will be able to "lock" the survey form thus closing the data collection and formally transmitting the information to the Department of Education on time.

The first step is for you to register as the CSSA using the information on the enclosed registration certificate. The registration screen asks for specific contact information. **Please enter this information completely and accurately.** This information will then be used for all further contacts with your institution during this data collection. Once you have registered, you will be able to access the data collection screens. If your institution has more than one person who will need to provide data for the survey, you may request additional passwords for these staff members through the registration screen. However, please remember that all communication will flow through you as the CSSA, and you will be the only person allowed to lock your data.

Once your institution's data have been locked, the survey data will be reviewed by Department of Education staff. You may receive a request for clarification based on this review. Your institution's data will then be made available to the general public at <http://www.opec.gov/security>.

If you have any questions about survey items or how to use the system, please contact the Help Desk either by phone or email using the information provided on the enclosed registration certificate.

Thank you in advance for your help in this important project.

Sincerely,

A handwritten signature in black ink, reading "David A. Bergeron", is written over the typed name.

David A. Bergeron

Chief

Policy, and Budget Development Unit

Policy, Budget, and Analysis Staff

Enclosure